

City of San José
CLASS SPECIFICATION

TITLE: Contract Compliance Coordinator (1617)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Public Works / Office of Equality Assurance	Director of Office of Equality Assurance	Exempt

CLASS SUMMARY

Performs senior level professional duties to plan, coordinate and conduct analytical staff work related to the City's Prevailing Wage and Living Wage Policies and Federal and State labor compliance regulations and standards. Supervises professional and support staff and ensures that professional staff has the tools to successfully perform duties related to ensuring developer, contractor and vendor contract compliance with applicable laws and regulations. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

The Contract Compliance Coordinator is the highest level of a three-level contract compliance series. The Contract Compliance Coordinator is distinguished from the Contract Compliance Specialist in that the Contract Compliance Coordinator performs the most difficult and complex duties in the series, has responsibility for supervising Contract Compliance Assistants and Specialists, and reports directly to the Director, Equality Assurance.

QUALIFICATIONS

(These qualifications are typically required. An equivalent combination of education, experience, knowledge, skills, and abilities sufficient to satisfactorily perform the duties of the job may be substituted.)

Minimum Qualifications

Education and Experience

Bachelor's degree from an accredited college or university in public administration, business administration, social/behavioral sciences or related field and four years of increasingly responsible experience in the field of construction contract administration, project management or labor compliance enforcement, including at least two (2) years of experience similar in nature to a Contract Compliance Specialist with the City of San José.

Required Licensing (such as driver's license, certifications, etc.)

- Valid California Driver's License.

Other Qualifications

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)

Basic Knowledge, Skills and Abilities

(Needed at entry into the job in order to perform the essential duties.)

- Knowledge of the principles and practices of a City government's organization, administration and management.
- Knowledge of the principles and practices of supervision
- Skills in using research techniques and statistical methods

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- Skills in collecting, compiling, analyzing and interpreting data.
- Skills in written and verbal communications regarding complex issues
- Knowledge of mathematical and accounting principles
- Ability to interpret rules, regulations, policies and procedures
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.
- Skills in computers and software applications including FileMaker Pro, Word, Excel, and Power Point.

Desirable Qualifications

(Knowledge, skills and abilities; licenses, certificates, education, experience that is more position specific and/or likely to contribute to more successful job performance.)

- Experience leading or supervising other employees
- Knowledge of federal, state and city regulations related to labor law and public works contract law.
- Knowledge of City Prevailing Wage and Living Wage Policies.
- Knowledge of construction industry work, methods, equipment.
- Knowledge of procurement and contracting activities
- Experience working on a professional level with diverse customers.

DUTY NO.	<u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FREQUENCY*
1.	Supervises professional and support staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; and making hiring termination and disciplinary recommendations and any other recommendations related to the change in status of employees.	Continuous
2.	Recommends and writes procedures; oversees the establishment and implementation of program policies and procedures; trains city departments on policy and program requirements.	Continuous
3.	Devises and implements strategies and tools to improve customer service.	Occasional
4.	Makes city policy determinations for labor/craft classifications to perform on-site maintenance or installation work in accordance with California Department of Industrial Relations practices and advises staff on proper determination.	Frequent
5.	Analyzes legislation, policies and projects for the purpose of recommending and implementing changes in accordance with labor regulation and city policy.	Occasional

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6.	Reviews and evaluates contractor documentation for adherence to established regulations and standards.	Continuous
7.	Conducts wage and benefit surveys for the purpose of establishing prevailing wage rates to be paid for certain City of San Jose services not covered by the California Department of Industrial Relations.	Frequent
8.	Monitors and analyzes contractor/vendor payroll documentation; reviews wage and benefit payments based on staff determination of proper work classifications.	Continuous
9.	Advises City departments on proposal/bid/quote preparation to ensure conformance with various funding policy regulations.	Occasional
10.	Conducts pre-bid and/or pre-construction conferences to inform bidders/proposers of City programs and requirements.	Frequent
11.	Initiates and writes correspondence regarding non-compliance to developers, contractors and vendors in order to effectuate compliance.	Continuous
12.	Conducts audits and field investigations to verify that the proper wage is being paid and to respond to worker complaints of underpayment on major service contracts. Responds to information requests from outside agencies.	Continuous
13.	Formulates corrective action plan for resolution of labor compliance violations (i.e., enforcement of contractor compliance with restitution payments, liquidated damages, or recommending debarment when applicable).	Frequent
14.	Performs database programming and development; reviews and updates Internet and intranet content as required.	As required
15.	Represents the City in discussions with Federal, State and other local governmental agencies, citizens, businesses, legal and union groups or other organizations regarding matters of wage and benefit compliance.	As Required
16.	Performs other duties of a similar nature or level.	As Required

*Frequency defined as %, (totaling 100%) or "Continuous" (daily or approximately 20%+), "Frequent"(weekly or approximately 15%+), "Occasional"(monthly or approximately 10%+), "As Required"(Intermittent or 5% or less)

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<p>CLASSIFICATION HISTORY: Established 7/7/80; Revised & Retitled 2/85; Reinstated & Revised 3/94, Revised 4/05; s001. Formerly Director of Citizen Advocacy & Contract Compliance U; Formerly titled Contract Compliance Coordinator U</p>
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